

Message

**From:** Block, Molly [block.molly@epa.gov]  
**Sent:** 6/19/2018 7:56:44 PM  
**To:** Dunn, Alexandra [dunn.alexandra@epa.gov]; Gutro, Doug [Gutro.Doug@epa.gov]; Bender, Emily [Bender.Emily@epa.gov]; Szaro, Deb [Szaro.Deb@epa.gov]; Cassidy, Meghan [Cassidy.Meghan@epa.gov]; Murphy, Jim [Murphy.Jim@epa.gov]  
**CC:** Grantham, Nancy [Grantham.Nancy@epa.gov]; Konkus, John [konkus.john@epa.gov]; Wadlington, Christina [Wadlington.Christina@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]; Cory, Preston (Katherine) [Cory.Preston@epa.gov]; Rodrick, Christian [rodrick.christian@epa.gov]; Buckley, Timothy [Buckley.Timothy@epa.gov]; Holsinger, Hannah [Holsinger.Hannah@epa.gov]; Ellenbogen, Victoria [Ellenbogen.Victoria@epa.gov]  
**Subject:** PFAS Admin Materials  
**Attachments:** Ground rules and housekeeping.docx; new hampshire general sign-in.docx; new hampshire press sign-in.docx; Taking Breaks and other text for hearing chairs.docx; Tips for panelists and chairs.docx

Hi all!

Below and attached are key documents related to next week's listening session and working session in Exeter, NH. Please consider all of these documents draft and internal. If you have comments, please send them to me by COB tomorrow (6/20). For the information that's not filled in (i.e. phone number), please send that to me directly and I will send around finalized documents on Thursday. I have it written the tip sheets as designated speakers will be sitting at a table, but that has not been set in stone. We can easily change that to walking up to a mic or whatever Region 1 prefers on that. R1 please add on the contact info and roles of staff who will be attending.

1. Ground rules and housekeeping – Molly
2. Suggested language for calling for and returning from breaks, etc.
3. Tips for Chairs, panelists, and timekeepers
4. Cell numbers for EPA participants (below)
5. Schedule for "listener" panelists (below)

Also, please plan to attend the walk-through of the space in Exeter on Monday afternoon at X:XX local time. Can we do this around 2:30 pm?

Name	Cell Number	Office	Role
John Konkus		OPA	Press
Molly Block		OPA	Press/Operations
Preston Cory	Personal Phone / Ex. 6	OCIR	Elected Officials/Support
Christian Rodrick		OCIR	Elected Officials/Support
Tim Buckley		ORD	Support/Interviews
Peter Grevatt		OW	Speaker
Christina Wadlington		OW	Staffing Peter/Support
Hannah Holsinger		OW	Note Taker
Victoria Ellenbogen		OW	Note Taker

Listening Session "Listeners" Panel

1. RA Dunn
2. Peter Grevatt
3. Time Schedule Below

5:00 – 6:30: Preston Cory

6:45 – 10:00: R1 Staff

We can easily sub people out as needed.

In terms of logistics, please be at the High School no later than 4:00 pm EST on Monday afternoon and 7:30 am on Tuesday morning. Let me know if I've forgotten anything or you need additional info. Thanks!

Molly